



# TOWN OF KITTERY, MAINE

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## Request for Proposals for the re-use of the Wood Island Life Saving Station

### 1. Background:

The Wood Island Advisory Committee, on behalf of the Kittery Town Council, is seeking proposals from non-profit maritime heritage, preservation groups, or others for use through a long-term concession agreement that restores Wood Island to public access and enjoyment. That use could include restoration, preservation, and long-term maintenance of the Wood Island lifesaving station or permanent removal of the structure. Note that the State Historic Preservation Commission (SHPO) has reviewed the structure twice and determined because of alteration, removal of objects, and overall condition, it does not merit designation as a historic structure; however, they request that any historic materials removed from the site be inventoried.

Sealed proposals for the project, including an original and 7 copies, will be received by the Town Manager at 200 Rogers Road, Kittery, Maine 03904 until **October 27, 2011 at 3PM**, at which time they will be publicly opened. Proposals will be reviewed and selected ones interviewed. Recommendation of award will be made to the Town Council for their consideration and negotiation of a concession agreement.

A site visit for all parties in submitting proposals will be held on the property on **Wednesday October 12 at 9AM with participants meeting at the Harbor Master's Office in Pepperrell Cove by 8:45 AM. Submitting parties shall have no more than three in their parties.** This will serve as the pre-proposal meetings which is mandatory for those submitting a proposal. An alternative pre-proposal meeting, if the October 12<sup>th</sup> visit is cancelled, will be held on **Thursday October 13, 2011 at 9AM with participants meeting at the Harbor Master's Office in Pepperrell Cove by 8:45 AM.**

### 2. Brief history:

The Wood Island Lifesaving Station, on a 1.25 acre island at the head of the Piscataqua River in Kittery, is at the entrance to Kittery, Maine, New Castle and Portsmouth Harbors and to the larger Great Bay region of New Hampshire. Its location, adjacent to historic Whaleback Lighthouse, Kittery's Fort Foster, Fort McClary State Park, and Newcastle Lighthouse, makes it visible to those on the mainland and ships entering and exiting the river from the Atlantic Ocean. Built in 1887 as part of the forerunner of today's Coast Guard, it was closed in the early 1900's. The Town of Kittery took over the Wood Island Lifesaving Station from the Federal Government in 1973 with the primary deed restriction to use the property for public

recreational use. Wood Island is only accessible by boat, making public managed recreational use, other than low impact, difficult for the Town.

Over the years, the lifesaving station has deteriorated and maintenance has stopped as the Town has debated use. Its re-use as a museum was studied. When it was determined in 2008, there had been no appreciable progress toward that goal, the plan was rejected by the Town. The Town then established the Wood Island Advisory Committee to make recommendations on island use. As part of that effort, the Town commissioned several studies: a 2009 Wood Island Feasibility Report, undertaken by UNH / Appledore Engineering and Waterfront Engineers (available under Town Documents at [www.kittery.org](http://www.kittery.org)); a 2010 abatement study conducted by Ransom Environmental (available for review at Town Hall); and a 2010 Attar Engineering structural analysis of the building (available under Town Documents at [www.kittery.org](http://www.kittery.org)). The deed (containing further conditions) and an outline of a model concession agreement can be found on the Town's Website [www.kittery.org](http://www.kittery.org) under Town Documents labeled Wood Island deed and FLP Concession Agreement guidance.

### 3. Land Use Regulations:

Wood Island is in the Shoreland and Conservation Zoning District. Any plans submitted must be in accordance with all land use restrictions and regulations.

### 4. Timetable, Process and Concession Overview: The review team envisions the following process and timetable following submission of proposals:

- A. Review team will select proposals for interviews-November 2011.
- B. Review Team will recommend a proposal to Council or reject all proposals – November - December 2011
- C. Town Council will review the recommended proposal and determine if they will proceed to negotiate a Concession Agreement with the group.
- D. The proposed awarded developer will be authorized to proceed, at their own risk, to obtain the necessary Town Building permits and / or proceed through the Zoning Board of Appeals and / or Planning Board if necessary for their project. Final building improvement design requires the Wood Island Advisory Committee approval prior to the Town Council sign off on the Concession Agreement. Note that SHPO requests that any historic materials removed from the site be inventoried.

### 5. Submission Requirements:

Proposals must be in writing and presented in the following format: please use headings presented below for the organization of response.

#### A. Background on applicant submitting the proposal:

- 1) Name, address, contact information.

- 2) Provide background and identify the qualifications, experience and capability of the development team for the project including a list of previously completed projects which are similar in scope. This may include key staff of the developer, architect, contractor(s).
- 3) Proof of their non profit tax status, along with articles of incorporation, list of Corporate Officers, staff and proof of insurance\*.

\*Financial and Insurance Capacity: Please indicate the applicant's financial and insurance capacity to undertake this type of project. A completion project bond is required to be filed with the Town Manager prior to any work on the facility. The Town of Kittery will be listed as an additional insured on the property liability coverage by the applicant and any developer during and following construction / improvement and throughout the term of the concession agreement. Please describe how the project will be financed. Documented success in obtaining grants for similar endeavors should be provided.

## B. Proposal Overview-

- 1) Proposal submission must include the following:
  - a. Summary of Plan for proposed use, including purpose, audience, timeframe and recreational use plan by the general public
  - b. Detail project description to include:
    - i. Description of proposed end use and management /financial Plan
    - ii. Environmental remediation plans
    - iii. Rehabilitation and construction plan
    - iv. Restoration projected cost and funding plan
    - v. Project Schedule
    - vi. Sustainability Plan
  - c...Graphics - Additional data, exhibits, statements, architectural drawings, rendering of the building, etc. are invited and encouraged to ensure a total understanding and proper evaluation of each proposal by the Town.

## 6. Review and Evaluation Process:

- A. The Wood Island Advisory Committee will review proposal for completeness. 10 Points
- B. Project's re-use plan for the property and long-term maintenance plan for the property. 40 Points
- C. Applicant's ability to complete the project including development team, management plan, experience, project readiness to proceed and timeframe for completion. 25 Points
- D. Project cost and financial feasibility and capacity to undertake the project. 25 Points.

The Town of Kittery reserves the right to select the most qualified proposal in its opinion and to reject any and all submittals if it is deemed in the best interest of the community and to negotiate for a final concession agreement.

Photo 2010



200 Rogers Road, Kittery, Maine 03904



This aerial photo may have been taken shortly after the station was decommissioned in 1948, and personnel moved to Ft. Constitution. (Photo provided from earlier materials -Island Ventures LLC)